



# MID-ATLANTIC ARCHIVIST

ISSN 0738-9396

VOLUME 26 NUMBER 2

SPRING 1997

## *Tradition and Trends*



*Athletes and spectators in the University of Virginia's sporting arena, from the work of Charlottesville photographer Rufus W. Holsinger.*



# Tradition and Trends

"Traditions and Trends" is the theme for the spring MARAC meeting in Charlottesville, May 1-3, whose program includes the old and the new in the world of archivy. The "Preliminary Program" announcement carried a photograph of Digital Center Assistant Jonny McPherson working at the Kontron 3012 digital camera in the University of Virginia Library's Special Collections Department preparing images of historical documents to emphasize the meeting theme.

Traditional archival concerns will be the subject of workshops on "Appraisal, Arrangement, and Description," "Oral History," and "Records Management for Small Shops." Present and future trends bring workshops on "Searching Techniques Online" and "Introduction to Encoded Archival Description" as many archivists are grappling with them.

Program sessions also show the dual nature of the theme. Genealogists are the most numerous users in many archives, and the program offers a session, "Genealogy for Archivists," to provide insights for archivists behind service desks. Other sessions that deal with the traditional are "Administrative Uses of Archives," "Accessi-

bility of Archives," and "Security," always a concern, but one that is particularly on regional archival minds because of recent thefts from several of our institutions.

Archives want potential users to know what records are available in their holdings, but outreach in the computer age is difficult for the small shop. NUCMC was one traditional answer for this problem, and "Small Shops Online: NUCMC to the Rescue!" offers a solution geared to their needs in this new archival environment. And two sessions will interest those concerned with outreach: "Archives Week: An Illustrated Discussion of What Has and Can be Done," and "Archives to the People: Innovative Approaches to Archival Outreach."

The program also offers sessions that bring new slants to old problems. "Changing Perspectives on Climate Control" will present as panelists some of the persons involved in recent studies that challenge longstanding beliefs about our storage conditions. Disaster planning workshops have been widely offered in recent years, and we offer a session that will address some problems in their

presentation. Many archivists run documentation projects, and the program has a session in this area: "Documenting African-Americans in Virginia and at the University of Virginia." Because Charlottesville is within sight of the Blue Ridge Mountains, there will be a program session on "Families Displaced by the Shenandoah National Park," the creation of which in the 1930s forced many people from their family homes of many generations.

Many archives have unusual records or collections that present special problems for those administering them, and the session, "Yertle the Turtle and Kermit the Frog: Two Archives with Character," will introduce us to the difficulties in working with the holding of Dr. Seusses' papers and the records of Jim Henson Productions, the business founded by the creator of the Muppets. Both archives deal daily with persons and firms that wish to make use of these records in a variety of ways, and must administer them to protect the rights of their owner-creators.

## Table of Contents

Tradition and Trends .....	2
from the chair .....	4
State & Local News .....	6
Book Review .....	7
New MARAC Members .....	10
A Summary: The Modern Archives Institute, Winter 1997 .....	11
Employment .....	12
Steering Committee .....	14
Treasurer's Report .....	18
Session Abstracts .....	19



For those interested in present and future concerns in archivy, sessions will treat "Digitizing Patient and Laboratory Data: Implications for Archivists," "Reformatting Photographs Digitally," and "Motion Media Archives: From Analog Maybe to Digital," and "The World Wide Web and Intellectual Property Rights." Special tours of three of the University of Virginia Library's six digital centers will be available on Friday afternoon. A traditional problem with a possible new solution will be treated in "Preservation: Microfilm or Digital."

Attendees will stay at and attend sessions and workshops in Charlottesville's Omni Hotel which offers all modern conveniences. One important thing, though. **The OMNI'S phone number is incorrect on the Hotel Registration Form you received with your program. To call for reservations, please dial 804/971-5500. AND DO IT BEFORE APRIL 1!**

A variety of tours will tempt attendees to explore the homes of Thomas Jefferson and James Madison, historic Charlottesville, and the classical architecture of the University of Virginia. The Friday reception will be held in Alderman Library's beautiful McGregor Room. Charlottesville offers its traditional beauty, normally (we hope!) lovely spring weather, comfortable accommodations and meeting rooms at the Omni, and many good restaurants within easy walking distance of the hotel. Come and enjoy spring MARAC with us!

## The Conservation Center for Art and Historic Artifacts (CCAHA)

The Conservation Center for Art and Historic Artifacts (CCAHA) announces the following daylong workshops to be held in 1997.

### ***Instituting a Conservation Environment Monitoring Program.***

May 5, 1997 - Historical Society of Western Pennsylvania, Senator John Heinz Pittsburgh Regional History Center, Pittsburgh, PA

September 23, 1997 - The Franklin Institute, Philadelphia, PA

Cost: \$50.00, including a box lunch and supplementary materials.

### ***Have You Got the Blues? Architectural Records: Their Identification, management, Storage, and Treatment***

June 3, 1997 - The Octagon, The Museum of The American Architectural Foundation, Washington, DC

November 5, 1997 - Syracuse University Library, Syracuse, NY

Cost: \$75.00, including supplementary materials. NOTE: Registration at this workshop will be limited to 30.

For Further Information and a Registration Form, Please contact:

Ms. Susan W. DuBois, Preservation Services Representative

Conservation Center for Art and Historic Artifacts

264 South 23rd Street

Philadelphia, PA 19103

Tel: 215.545.0613 Fax: 215.735.9313 email: ccaha@shrsys.hslc.org

## PRESERVATION SERVICES FOR ARCHIVES

EVALUATION OF COLLECTIONS, DOCUMENT  
PREPARATION, VENDOR SELECTION, ESTIMATES  
FOR MICROFILMING, BINDING, STORAGE,  
STAFF TRAINING

MARC ZEITSCHIK

PRESERVATION CONSULTATION

71 Cassilis Avenue

Bronxville, New York 10708

Phone/Fax: 914-793-7842

E-Mail: PRESCONSUL@AOL.COM



# ...from the Chair

This will be the last time that I will communicate with you, the MARAC membership, as Chair. I want to thank all of you for making this an interesting two years. When I assumed this position I said that I had two goals for my term in office. I am pleased that I am batting .500, which is better than most baseball players. Thanks to the great efforts exerted by the Strategic Planning Committee, chaired by Ben Primer of Princeton, we have a plan that we hope will serve the needs of the MARAC membership. We continue to grow as an organization and the services required will continue to change. The plan hopefully will point

us in the direction of finding ways for retaining the interest of those of you who have been part of this organization for many years, while at the same time reaching out to the newer members, meeting their growing needs with new ideas.

Scholarships are a key tool for providing opportunities for education. The programs at our spring and fall meetings have become more diverse, offering new types of sessions and even film festivals. Our website, developed by Susan Hamburger, provides an easy mechanism for those who have access to the Internet to keep abreast of what is going on in

our organization. Other changes will be necessary. As I have learned in the training program in which I am currently enrolled, change is constant. But we must use change to our advantage, finding new ways of communicating and reaching out to our greater community. The Strategic Plan provides a basic framework to do just that. I hope that it will assist the new leadership in continuing to find better ways to serve you, the members of this great organization.

Thank you for the privilege of serving you as Chair.

— Fynnette Eaton

## Of Mailing Times and Deadlines

For about a year, the spring and fall issues of the Mid-Atlantic Archivist (MAA) have been delivered by first class mail. The purpose of the change was to ensure that members received information on MARAC meetings in plenty of time to plan their attendance. We hope that this goal has been met. The summer and winter issues continue to be delivered via slower fourth class mail.

The editor wishes to thank all those who have contributed to the MAA in the past and hopes that such contributions will continue or increase in the future. The deadlines for the four issues remain March 1, June 1, September 1, and December 1. With your help we can get the MAA to you in a timely manner regardless of how it is sent.

## Fall 1997 Meeting Will Be "Homecoming" November 6-8, 1997

If you haven't already marked your calendar and haven't begun selecting your seventies clothes, you still have time to do so and meet us in Wilmington this Fall from November 6 to November 8, 1997. Yes, MARAC will be twenty-five years old, and to mark the occasion we will be gathering for a real "Homecoming"--new members and old members alike.

The Program and Local Arrangement Committees are already working on making the Fall 97 twenty-fifth anniversary meeting of MARAC one to be long remembered. Workshops are being planned for both Thursday (photo conservation, arrangement/description, genealogy) and Saturday (oral history, records management, arrangement/description). Special focus sessions devoted to "hot topics" in archival work and a series of "homecoming" sessions designed to re-examine topics that made up the core of the MARAC program in 1972 are also going to be featured.

The Local Arrangements Committee is seeking photographs from past meetings and of former MARAC chairpersons, other MARAC officers, and charter members. Please send copies to Margaret Jerrido, Urban Archives, Temple University, 13th & Berks Mall, Philadelphia, PA 19122.



*Don't take a chance with your paper valuables!*

# Preserve them in Mylar® Docu-Gard™ Sleeves

from BCE, the Preservation Professionals<sup>sm</sup>

## Why Mylar® Type D?

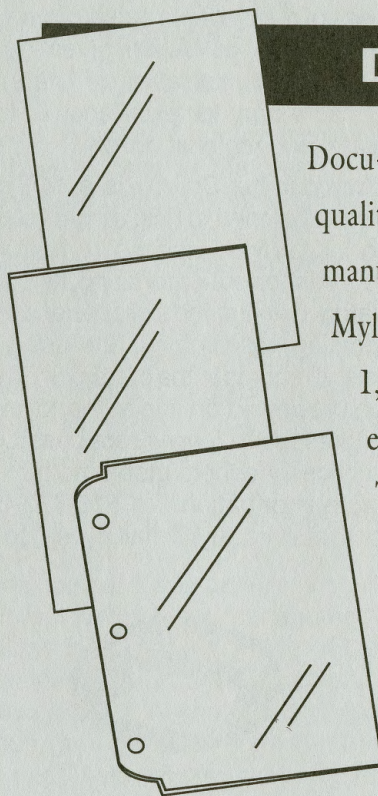
Mylar® D is the uncoated archival quality polyester film that is the most stable and inert of all known plastic films. It contains no volatile chemicals that can migrate to the paper and cause damage. It is resistant to almost all outside influences and will remain unchanged for over two hundred years. In addition, it is an effective barrier to acidity, the primary cause of paper deterioration.

## Why Bill Cole Enterprises?

With over twenty years experience in the preservation field, BCE is a major supplier to The Library of Congress and The National Archives for their preservation sleeves. All materials are in stock for immediate delivery, and special sizes can be quoted over the phone using our new service "INSTA-QUOTE™." We have toll free phone and fax numbers for your convenience and Internet access as well.

## Why INSTA-QUOTE™?

INSTA-QUOTE™ is our latest technology to give you immediate quotations for all your Mylar® needs while you are on the phone. Just by a click of a button, we can give you an immediate quote on rolls, sheets or sleeves. You no longer have to wait hours, days or weeks. This is an exclusive service from Bill Cole Enterprises!



## Docu-Gards™

Docu-Gards™ are true R-Kival™ quality polyester film sleeves manufactured from 3 or 4 mil Mylar® type D and sealed on 1, 2, or 3 sides using our exclusive Ultra-Weld™ process. The seals are nearly twice as strong as those produced by either ultrasonic or electronic sealing methods. And we never use tapes or adhesives.

Call or write for a free brochure  
and Mylar® Sleeve Sample

**1-800-99-GARDS**



**Bill Cole Enterprises, Inc.**

P.O. Box 60 Dept. MAA, Randolph, MA 02368-0060

(617) 986-2653 Fax (617) 986-2656

e-mail: [bcemylar@internetmci.com](mailto:bcemylar@internetmci.com)

web site: <http://www.neponset.com/bcemylar>

Docu-Gard™, Ultra Weld™ and INSTA-QUOTE™ are trademarks of Bill Cole Enterprises, Inc. The Preservation Professionals™ is a servicemark of Bill Cole Enterprises, Inc. All references to Mylar® refer to archival quality polyester film such as Mylar® type D by Dupont Co., or equivalent material such as Melinex® 516 by ICI Corp.



## State & Local News



### MD

The Student Archivists at Maryland (SAM), the University of Maryland College Park chapter of SAA, kicked off its spring schedule with two recent events: its second annual book sale, held March 3-4, and a program on internship opportunities at the Smithsonian Institution on Feb. 25.

Each month SAM tries to plan at least two activities, one a business meeting and one a field trip or special guest lecturer. For a future program, SAM hopes to host a representative from Chadwyck-Healey, who will demonstrate the long-awaited jewel of the archival crown, Archives USA, a CD-ROM that incorporates the breadth and depth of NIDS, NUCMC and other archival resources.

SAM also plans to be well-represented at the spring MARAC conference in Charlottesville.

If any other local group would like to join with us to expand our lecture/field trip program, or to discuss archival topics and practices, please contact us. Officers for spring 1997 are: David McCartney, president [dfmcc@wam.umd.edu], Greg Pike, secretary [gpik@wam.umd.edu], and Suzanne Adamko, treasurer [adamko@wam.umd.edu]. Acting advisors are Diane Barlow, assistant dean, and Frank Burke, professor emeritus.

Also, visit SAM's web page: <http://www.glue.umd.edu/~clissam/sam.htm>



### NY

The New York State Archives' publication *Consider the Source: Historical Records in the Classroom*, has received two national awards: The Society of American Archivists' **Philip M. Haler and Elizabeth Kegan Haler Award** for increasing public awareness of manuscripts and archives, and the **Award of Merit**, given by the American Association of State and Local History for excellence in local, state, and regional history.

*Consider the Source* is a 146-page book designed to help records repositories provide access to historical records for educators and help educators develop the skills necessary for locating, researching, and using historical records in the classroom. It may be previewed on line at the following address: <http://www.sara.nysed.gov/services/teachers/ctspromo.htm>. For more information call 518-473-8037 or E-mail [eszmyr@mail.nysed.gov](mailto:eszmyr@mail.nysed.gov)



### PA

The Philadelphia Department of Records received a grant of \$117,862 from the National Historical Publications and Records Commission (NHPRC) as part of the final phase of a multi-year effort to develop recordkeeping standards and functional requirements for the City's information technology systems to effectively manage and control records created by such systems. The NHPRC funds will be used in this project to complete efforts begun in the previous two phases of the project to develop recordkeeping standards and test functional requirements for elec-

tronic recordkeeping systems. Recordkeeping standards and functional requirements are critical for the information technology systems that the City of Philadelphia is acquiring to ensure that the systems capture, maintain, and access evidence of government transactions over time.

The Department of Records and the Mayor's Office of Information Services have jointly undertaken the Philadelphia Electronic Records Project. The project team, a Citywide taskforce known as the Electronic Records Group, consists of archivists, records managers, forms managers, systems analysts, and programmers. The team represents those City professionals who manage the life-cycle of electronic records from system design and development through records access and ultimate disposition. "This is a perfect partnership for managing electronic records," reports Deputy Records Commissioner David M. Weinberg. "Due to rapid changes in automation and the growing sophistication of new information technology systems, City records are increasingly created in electronic form. Without the necessary recordkeeping standards and functional requirements, the City is exposed to great risk. Important City records are vulnerable to loss, destruction, and tampering because they are stored on fragile media such as magnetic tapes, disks, and diskettes. This project presents an opportunity to turn the tide and proactively manage government records as new recordkeeping technologies replace traditional paper-based systems, thus ensuring a continued record of government transactions."

★★

The Philadelphia Department of Records received a grant of \$5,000 from the Pennsylvania Historical and Museum Commission (PHMC) to arrange, describe, and preserve the surviving records of the Sesquicentennial Exposition of 1926 at the Philadelphia City Archives.



The records of Philadelphia's two great international expositions are documented in the City Archives. The City celebrated the signing of the Declaration of Independence at the Centennial Exhibition of 1876, the nation's first and most spectacular, and then again for the Sesquicentennial Exposition of 1926, one that was less than spectacular. Even though the Sesquicentennial Exposition is less renowned, in some ways it offers an even fresher perspective on American culture. It captured America in the midst of its critical encounter with modernity, reflecting new attitudes toward American history, America's place in the world, and modern art.

The PHMC funds will be used to begin the process of providing advanced documentation, access guides, and corrective preservation measures to these important, but under utilized records. Once completed, descriptive inventories to the records will be made available through the Philadelphia Information Locator Service at <http://phila.gov/phils/phils.html>



## VA

The Library of Virginia opened its new facility on January 3 with kudos from the media and the patrons. The official dedication will occur in May.

On March 3, several MARAC members presented a session at the Virginia Association of Museums Conference in Roanoke. Titled "Order Out of Chaos: I've Got All This Great Stuff . . . Now What Do I Do?", the session provided participants with some archival background in a museum setting. Linda Angle Miller, Roanoke College & Virginia Caucus representative, was the moderator; Greg Kimball, The Library of Virginia, and Rebecca Ebert, The Handley Library, were the presenters. At the end of the sessions, MARAC applications were snatched up by the participants!

The Virginia Caucus will hold its annual caucus meeting at the Library of Virginia on Friday, April 18, 10:00-2:00. After a welcome from State Archivist Conley Edwards, several archivists who are participating in the digital initiative will explain and demonstrate their project. After lunch, caucus members will tour the new facility.



## WV

Scholars, historians, and researchers now have access to the papers of John Warren Davis, the fifth president of West Virginia State College. Dr. Davis served as president of the college from 1919 to 1953. The papers offer researchers the opportunity to study the value and contributions of historically Black colleges and universities to the history of the education in the U.S. The period of Davis' administration affords insight to the civilian pilot training program, the mining extension service program, and the first courses for African-Americans who were training for management positions in coal mines. Many of the graduates of the pilot training program continued on to become part of the famous group of Tuskegee Airmen who received further training at Tuskegee. For more information about the collection, contact West Virginia State College archivist Ellen Ressmeyer at 304-766-3218.

# Book Reviews

*The Francis Robinson Collection of Theatre, Music and Dance: A Manuscript Catalog*, The Jean and Alexander Heard Library. Vanderbilt University. Compiled by Nena Couch. Vanderbilt University, Nashville, TN, 1986. 200pp.

This catalog of the collected materials of Francis Robinson demonstrates the writer/agent's unique connection to the world of famous performers, especially opera singers. As a press agent, and later Assistant Manager to the Metropolitan Opera in New York, Robinson had the opportunity to meet and work with the greats of the opera world, and he collected mementos from most of them.

The alphabetical arrangement of the Catalog works well, it is nicely laid-out and very detailed. The reproductions of photographs and letters from the collection are mesmerizing, names as diverse as Gene Autry and Ned Rorem appear on autographed photos. The introductory material provides an interesting entree into Robinson's psyche, though it never gives his dates (1910-1980) for those who are interested. Nor is there much information about who Robinson was. Odd tidbits, such as his keeping his recordings in his oven or that he never owned a car and walked to work, give few details of his actual life, what he did, or why this collection would be of interest to others. Though the mere fact that he was given mementos by so many great stars of the stage implies that he must have been quite well known in those circles. My own exploration into who Mr. Robinson was has turned up his long affiliation with the Metropolitan Opera. I would have liked to have found the information in the introductory material.

While the idea of an alphabetical index to this already alphabetical catalog seemed, at first, a little ludicrous, it is useful in locating secondary entries for people (e.g., a person pictured

*Continued on P. 8*



## Book Reviews

Continued from P. 7

in a photograph might not be the main entry for the photo, but might still be of interest). However, a chronological index would have been of much more use. An overview of who Mr. Robinson was interested in (gleaned from what was collected when) and working with (based, perhaps, on his correspondence) during the various stages of his life would be a fascinating study. Ms. Couch, compiler of the catalog, has marked approximately 100 items as being of particular significance, and an additional index of these numbers to provide direct access would also have been useful.

—Rebecca J. Littman  
East Carolina University

★★

John S. Craig. *Craig's Daguerreian Registry*. Vol. 1: The Overview. 1994. 382pp. \$40. Vols. 2-3: *Pioneers and Progress*. 1996. 720+ pp. \$75. Softcover, published by John Craig, PO Box 1637, Torrington, CT 06790.

As the appreciation and value of photographic incunabula increases (five figure sums at auctions for better daguerreotypes are now almost routine), the need for more information about their often obscure makers has intensified. Over the past decade, a number of regional guides to 19th century photographers (who often called themselves daguerreotypists, ambrotypists, and photographists rather than photographers) have been published, for the most part based on city and business directories. These guides are invaluable for trend analysis, authentication, identification, and dating images from the early years of photography.

But regional guides have one obvious limitation: when a photographer seems to disappear for a year or two and then returns, we can't tell if the individual moved to another region, went to work for another studio in the same region, or was just skipped by the original directory compiler. What has been needed to rectify this prob-

lem is a national directory, so that one can trace movements of these often peripatetic image makers.

Now along comes John Craig, *Daguerreian Data Compiler Extraordinaire*, who published the first volume in this impressive series in 1994. To produce this astounding compilation of nearly 8,000 photographers and workers in allied professions in the period 1839-1860, Craig transcribed listings from 1,647 microfiched directories in the United States listed in the *Bibliography of American Directories Through 1860* by Dorothea N. Spear in 1961. Craig combined this data with information gathered from numerous other published and unpublished sources gathered over twenty years of research.

Volume I is organized in two principal sections, both of which have one line entries arranged neatly in columns to display the data. The columns are name, location, occupation, notes, and beginning and end dates. The first section is sorted alphabetically by photographer. The second section is sorted alphabetically by state, then by town, then by photographer. The note column is used to identify Black and female photographers. Sources and bibliographic information are provided in separate chapters in the back of the book.

Although Volume I is the single most comprehensive guide to early U.S. photographers, it has a few minor problems. Most researchers have a strong preference to use data in columns that are sorted by the left hand column; had it been followed, this technique would have made the section of the book arranged geographically easier to use. Also, Craig should have resisted the urge to include a section called *Distractions*, in which he names the least cooperative librarian, the most incompetent institution, and the most inaccurate other researchers of which he is aware. A better context could have been found for this criticism.

However, the most obvious limitation of Volume I was the absence of street addresses, which are extremely helpful in dating. Thankfully, Craig met this

need in 1996 with his publication of Volumes 2 and 3, in which photographers are listed alphabetically with a paragraph or more about each. Addresses with dates are provided for most photographers mentioned in the first volume, along with usually brief, often intriguing biographical notes. Most of the additional information consists of references to business activities and other professionals with whom the photographer associated, but there is other intriguing information as well, such as the dimensions of Henry Prudden and E.R. Graves' travelling daguerreian wagon (28x11x9 feet).

However, no attempt is made to characterize an individual's work in stylistic terms. Nor are careers after 1860 addressed in any detail (some of those listed, such as George Cook and Frederick Gutekunst, are much better known today for their later work).

Volume 3 also includes a listing of photographer by state that includes a few additions to the data in Volume 1; these changes are not identified so it is difficult to assess the number of them. The state listing in Volume 3 does not include town/city or dates, as does the geographic section in

Volume 1, which remains the best source for searching for photographers by location.

While the detail of the now three-volume *Daguerreian Registry* is unprecedented, Craig is quick to acknowledge its limitations. The main problem is sources. Old directories were much more readily available for some areas of the country, such as New York, than others, such as New Jersey (e.g. no directories for Trenton from 1846 to 1853). Craig also does not tell us, for the years that were available, which were city and which are business directories; the former are more comprehensive. Moreover, the microfiched directories almost always pertain to large towns and cities and rarely to counties; consequently, few small town photographers are included. Finally, it is probable that a number of directories exist which are not in the microfiche set Craig used.



Craig correctly notes that researchers who use this and other compilations should be aware that directories often contain incorrect or inconsistent information with regard to spelling of names and street addresses. Note that photographers may move at any time during a year. This may explain why two directories issued by different publishers may give different addresses for a photographer in the same year.

Multiple conflicting sources may also explain why the street address Craig gives for a photographer may be different from that found by another compiler. I compared Craig's to Brey and Brey's *Philadelphia Photographers 1840-1900* for the year 1858, and found a few points on which they disagreed. But the main difference is that Craig's is much more complete, with almost three times more listings for Philadelphia in 1858 than Breys', which was based solely on business directories.

With the caveats mentioned above, Craig's is clearly an indispensable resource. Hopefully, he will continue to gather data and expand on this truly impressive initial effort to create a metadirectory for early U.S. photographers.

— Gary D. Saretzky  
Archivist  
Monmouth County, New Jersey

★★

*A Guide to Selected Manuscript and Photograph Collections of the Filson Club Historical Society*, compiled by James J. Holmbert, James T. Kirkwood and Mary Jean Kinsman. Louisville, Ky., The Filson Club Historical Society, 1996.

Founded in 1884, the mission of the Filson Club was to collect and preserve historical material for the use and benefit of present and future generations. The Filson Club Historical Society Library has a non-circulating collection of monographs of local, regional and national interest, a large collection of maps, primarily of Kentucky, 2000 reels of microfilm which include tax and census records, a newspaper collection of 19th century

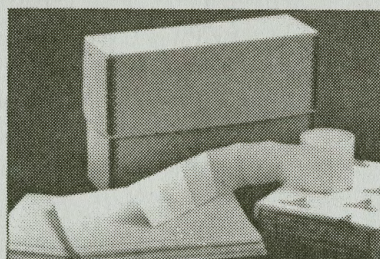
Kentucky titles, sheet music and genealogical holdings. The manuscript collection holds 1.5 million items and there are approximately 50,000 images in the photograph and print collection.

This *Guide* is a lovely volume divided into two sections: manuscript collections and print and photograph collections. Collections are listed in alphabetical order and provide generous biographical information, dates, and number of items either by number count or cubic feet. Reproductions of letters, broadsides, handbills, photographs and carte de visites are frequently included. Types of collections include family papers organizational records, church records and business records. The time period covered begins with the late eighteenth century and continue through the mid twentieth century. In the photograph and print collection, the prints are largely nineteenth century and the photographs are largely twentieth century. Generous biographical information, number of items and dates are given in the collection descriptions in this section as well. Identified persons and places are noted in this section. An

additional benefit is that background information on photographers, type of image, and various types of technical points is included in this section. A thorough index provides boldface numbers for main entries while other numbers lead to subjects in the collections. Though the main entry descriptions of collections which appear in both sections do not lead the researcher to the other collection in the main entry description, the index provides that access.

— Mary Boccaccio  
East Carolina University

## Acid Free Archival Supplies



Stocking Distributor for  
Hollinger, Light Impressions,  
and University Products.

Order all your supplies at  
competitive prices with one call  
and one purchase order.

For your FREE catalog call or fax:  
800-747-1249

### G.M. WYLIE COMPANY

P.O. BOX AA, WASHINGTON, PA 15310-0660

The home of high quality **TIMEPRESERVER**®  
Products. (MARAC Member since 1989)

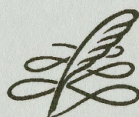


# New MARAC Members

Margaret Alessi  
*University of Maryland*  
Waterford Foundation  
American Bible Society  
Ray Bonis  
*Virginia Commonwealth University*  
Amy B. Danielian  
*St. John's University*  
Joanne M. Diogo  
*Camden County Historical Society*  
Sarah E. Frazer  
*University of Maryland*  
Carolyn Goudie  
*Library of Virginia*  
Tracy Harter  
*University of South Carolina*  
S. L. Hunter  
John Hyslop  
*Queens Borough Public Library*  
Jessica Kaple  
*National Museum of Women  
in the Arts*  
Camille Larson  
Grace Lessner  
*Library of Virginia*  
Kathleen C. McDonough  
*Library of Congress*  
Sister Maire McQuillan  
*Marymount College*  
Susan Manus  
*Library of Congress*  
Sister Margaret Mary  
*Ursuline Sisters of Tildonck*  
Liz Marzuoli  
*Lafayette College*  
Fredric Miller  
*National Endowment for  
the Humanities*  
Michael Miller  
*National Archives*  
Christine Nelson  
*Morgan Library*  
Lynn Eaton Pritcher  
*UNC - Chapel Hill*  
John G. Powell  
*University of Maryland*  
Michael N. Randers-Pehrson  
*History Associates Incorporated*

Gail Redmann  
*Historical Society of  
Washington, DC*  
John P. Rees  
*University of Texas at Austin*  
Ute Schechter  
Frederick H. Schmidt  
*Montpelier*  
Timothy J. Schoepke  
*Chemonics International Inc.*  
Paul W. Schopp  
*Camden County Historical Society*  
Dawn D. Steeley  
*Maryland State Archives*  
Nell Stewart  
*Georgetown University*  
Elizabeth Swan  
*Chemical Heritage Foundation*  
Linda Thomas  
*Villanova University*  
Robert A. Vietrogoski  
*University of Maryland*

Albin Wagner  
*NJ Division of Archives &  
Records Management*  
Rebecca C. Warlow  
Anita M. Weber  
*History Associates Incorporated*  
Anne S. Wells  
Charles Wilson  
*MBNA America*  
Mary F. Yearwood  
*New York Public Library*



## GENCAT

The Leader in Data Navigation

GENCAT gives you a choice. You can use MARC with complete format integration, the multi-level International Standard - ISAD(G), SGML, or your own custom design

- **City of Rochester, New York** uses GENCAT for their historic photograph collection; data is structured so that it can be exported in the MARC communication format.
- **New York Transit Museum, New York** uses GENCAT for MARC cataloging, online searches, finding aid, and subject thesaurus.
- **George Meany Memorial Archives, Maryland** uses the multi-level feature of GENCAT to describe the broad record group, down through series to folder and showing the location of boxes.

Join these and many other institutions that use GENCAT for archival processes such as accessioning, arrangement, descriptions, research and loans. Also, provide access on the WWW with the NetServer Module.

Call 1-800-663-8172 or  
visit our web site at:  
[www.eloquent-systems.com](http://www.eloquent-systems.com)





# A Summary: The Modern Archives Institute, Winter 1997

by Julie Moffat

It is an honor to have been chosen as the Leonard Rapport Modern Archives Institute Scholar. From both a professional and personal standpoint the *Modern Archives Institute* (MAI) was a source of enlightenment. I returned to my job, as archivist, in the Brooklyn Collection of the Brooklyn Public Library with a "new" sense of pride and enthusiasm. Throughout the two weeks, the MAI reinforced what an exciting time it is to be an archivist in light of the many changes currently taking place in technology and electronic records. It is the Brooklyn Public Library's centennial year — a time to both look to the past but also to the future. What a great occasion to celebrate the importance of acquiring, preserving, making accessible our resources. Over time, I look forward to implementing

many of the archival practices and goals, presented at the MAI, for the benefit of the Brooklyn Collection of the Brooklyn Public Library.

The topics addressed at the MAI were vast, ranging from Appraisal and Acquisition to the most up-to-date knowledge of Preservation and Access. The level of detail presented in each topic was exceptional with special attention given to both encouraging discussion and answering questions. But perhaps even more important, were the individuals who conducted the classes. The expertise in each of their respective fields proved to be a source of personal inspiration for my own development as an archivist.

The course provided students with the opportunity to share ideas, learn from each other and establish a network of colleagues from across the country to call

upon in the future. People attending the Winter Institute came from a variety of educational backgrounds including history, library science, business, fine art and art history. Nearly every kind of archival work place was represented from university to private foundation. For a person working in a public library the range of people and perspectives proved extremely beneficial.

Of particular interest were the sessions given at Archives II in College Park. The first of our two-day visit at Archives II began with a tour, allowing us to grasp the immensity of NARA's holdings and at the same time comprehend the challenges which, undoubtedly, resulted in a move of this scale. The discussions, presentations, and tours on preservation, conservation and electronic access were exceptional. Learning more about the challenges one faces when acquiring archival collections, in particular photographic collections helped to bring forth some concerns not immediately apparent regarding appraisal.

Also impressive was the day spent at the Library of Congress. The overview of Encoded Archival Description (EAD) provided a sound introduction to the usefulness of this important topic. The Manuscripts Division of the Library of Congress raised some informative thoughts on the subject of security and theft. As the mission of the Brooklyn Public Library is to provide free and equal access, this discussion helped me to rethink ways in which protection over materials might be enforced.

Discourse on the final day of class focused on the educational concerns of the archivist today and the role certification plays. A very interesting issue for all of us attending the MAI; one that prompted a healthy and spirited debate.

Upon completing the Modern Archives Institute, my skills as an archivist have been greatly advanced. I believe strongly that the knowledge gained will help me to fulfill the Brooklyn Public Library - Brooklyn Collection's overall mission to preserve and transmit information on Brooklyn's past and present. I want to express my thanks to the Mid-Atlantic Regional Archives Conference for supporting my attendance at the *Modern Archives Institute* this past Winter.

## Preservation Microfilming



- Specializing in working with libraries and archives on their preservation microfilming needs.
- Producing archival-quality microfilm masters and duplicates that meet all ANSI/AIIM and Library of Congress standards and specifications.
- Experienced in microfilming archival material including brittle books, newspapers, scrapbooks, manuscripts, correspondence, incunabula and photographs.
- Competitive pricing. Written estimates provided on all projects.

Archival  
Systems, Inc.

Attn: Director of Preservation Service  
33 Cain Drive  
Plainview, NY 11803  
Phone: (516) 454-4827  
Fax: (516) 454-4824



## EMPLOYMENT

As a service to the MARAC membership the *Mid-Atlantic Archivist* publishes announcements about professional opportunities for archivists. The *maa* reserves the right to decline or edit announcements that include discriminatory statements inconsistent with principles of intellectual freedom or the provisions of the Civil Rights Act of 1964 and its subsequent amendments.

There is not a fee for publishing job opportunities; however, announcements from the MARAC region will be given priority. The deadlines for the *maa* are December 1st, March 1st, June 1st and September 1st. Because the *maa* is delivered via bulk rate, exact delivery dates cannot be guaranteed.

It is assumed that all employers comply with Equal Opportunity/Affirmative Action regulations.

### The Historical Society of Western Pennsylvania

The Historical Society of Western Pennsylvania is seeking a qualified archivist to staff the Jewish Archives Program. Duties include archival processing, reference work, collection development and outreach. Training and experience in archival and library work, a Masters in history or library science or equivalent, and knowledge of the culture required. Good public speaking and writing skills are essential.

Send resume, cover letter, and three references with addresses and phone numbers to Human Resources Manager, the Senator John Heinz Pittsburgh Regional History Center, 1212 Smallman Street, Pittsburgh PA 15222.

### National Society Daughters of the American Revolution, Washington, DC Archival Assistant

Available March 1997, one year opening (35 hours per week) to assist archivist with maintenance of archives of major women's organization and a manuscript and rare book collection of early Americana. Position is currently temporary, but may develop into a regular position.

**Responsibilities:** (a) cataloguing and processing of a large backlog of archival accessions and (b) assisting the NSDAR Archivist with the development of computerized cataloguing and information retrieval system for the historical collections under care of archival staff.

**Qualifications:** M.A. in history, or B.A. in history and M.L.S.; knowledge of American history, one or two years archival/manuscript experience; typing and computer skills; knowledge of Microsoft Word preferred.

Please send resume including salary requirements to: Human Resources Director, National Society Daughters of American Revolution, 1776 D Street, NW, Washington, DC 20006-5392.

---

### St John's University, Central Queens Campus Records Manager

Information specialist responsible for the storage, retention, and disposition of all administrative records of St. John's University. The position requires working with faculty, staff, and administrators to establish records schedules that adhere to legal, fiscal, and administrative requirements for retaining, destroying, and transfer of materials to off site storage or the archives. Trains staff and develops and maintains processes for records retrieval and preservation microfilming of vital records. Plans for long term access to vital records, including those in electronic formats. Job qualifications include a B.S. or B.A., M.A. or M.L.S. student, formal coursework or training in records management, business law, and computer applications for information management. Preferable qualifications include three to five years in an automated records environment and progress towards certification as a records manager. Salary is competitive with excellent benefits. The position is to be filled by May 1997.

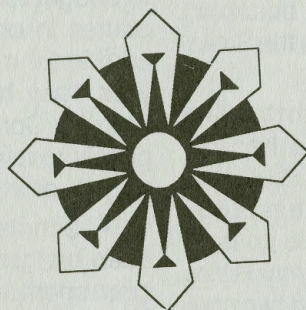


## St John's University, Central Queens Campus

### Archives Technician/Secretary

Assists researchers with reference and access to historical records and manuscripts and provides general secretarial services for the University Archivist. Assists with exhibit preparation and supervision of student workers and graduate assistants. Needed for the position is knowledge of appraisal, survey techniques, microform preparation, and archival management and description, including AMC/MM format for OCLC and RLIN. Also necessary is familiarity with word processing, database scanning and labelling software, and excellent writing and communications skills. Desirable skills include knowledge of SGML/EAD and ability to lift 40 pound archival boxes. M.A. in history or related field or M.L.S. student with formal coursework in archival management and archival automation; one to two years experience. Competitive salary, excellent benefits. This position will be filled as soon as possible.

To apply for these positions mail a cover letter, resume, and copy of a recent finding aid to: Dr. M.H. Pettit, St. John's University Archives, Library 430, 8000 Utopia Parkway, Jamaica NY 11439.



## MARAC MEETINGS

### Spring Meeting 1997

Charlottesville, VA  
May 1st-3rd

### Fall Meeting 1997

Wilmington, DE  
November 6th - 8th

### Spring Meeting 1998

Saratoga Springs, NY  
May 7-9, 1998

### Fall Meeting 1998

(Washington DC under negotiation)

### Spring Meeting 1999

State College, PA

### Fall Meeting 1999

(Trenton/Princeton, NJ under negotiation)

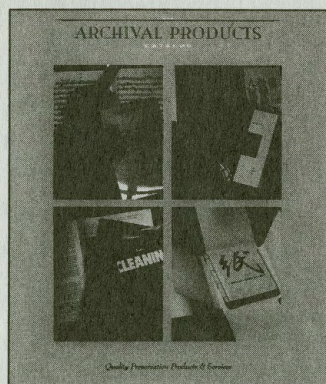
### Spring Meeting 2000

(site to be selected)

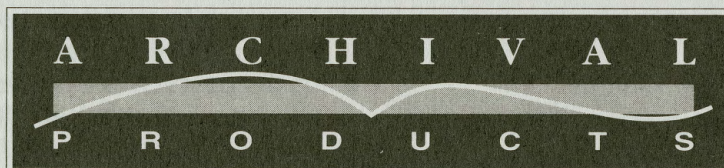
### Fall Meeting 2000

Cleveland, OH (Joint Meeting with Midwest Archives Conference)

## Elegant Solutions for Preservation



**Call for a complete catalog**



Protective Enclosures

Pamphlet Binders

Music Binders

Bound Four Flap Enclosures

Tan Archival Board

Grey/White Archival Board

Drop Spine Archival Boxes

Academy Folder

Manuscript Folder

3 Ring Binder Album

P.O. Box 1413, Des Moines, Iowa 50305-1413

PH. 800-526-5640

FAX 800-262-4091

E-MAIL [archival@ix.netcom.com](mailto:archival@ix.netcom.com)

WEB SITE <http://www.archival.com>



# STEERING COMMITTEE

Mid-Atlantic Regional Archives Conference

Steering Committee- Winter Meeting  
Steering Committee Minutes, Jan. 17, 1997

Medical and Chirurgical Faculty of Maryland

Baltimore, Maryland

IN ATTENDANCE: Danna Bell-Russel, Cindy Bendroth, Lauren Brown, Patrice Brown, Lynn Catanese, Yvonne Carignan, Becky Collier, Fynnette Eaton, Jeff Flannery, Jennie Guilbaud, Ng. George Hing, Elizabeth Joffrion, Maxine Lurie, Linda Miller, Gary Saretzky, David Weinberg, and Dick Wood.

## 1. Call to Order

Becky Collier, Treasurer, called the meeting to order at 11:00 a.m. at Medical and Chirurgical Faculty of Maryland since the Chair will not be able to arrive until later in the meeting.

## 2. Approval of Minutes

The minutes of the 7 November 1996 Steering Committee meeting were approved with corrections.

## 3. Chair's Report

A. MAC/MARAC Cooperative Efforts

- Joint Meeting- Fynnette Eaton reported that she has received MAC's response to the discussion paper. Fynnette will be forwarding the document on to Jackie Esposito and the Meetings Coordinating Committee for review.

## 4. Vice Chair's Report

No report submitted.

## 5. Secretary's Report

Nothing to report.

## 6. Treasurer's Report

- Printing Costs- At the last Steering Committee meeting it was voted to have the full membership cover the initial printing cost of conference meetings. However, after further examination of the shared expenditures

it was not deemed feasible unless dues are raised. Therefore, the Finance Committee recommended raising the dues to absorb the publishing costs. After an extended discussion on the merits of raising dues, the Steering Committee voted to withhold implementation of the earlier decision until further discussions concerning costs caused by the establishment of the Strategic Plan are conducted.

It was pointed out that the Finance Committee was dismayed that they were not asked to comment on this action before a vote was taken. The Committee asked that in the future when finance items not covered by the budget come up that they be tabled and sent to them first before the Steering Committee votes on it.

- Advance for Charlottesville meeting- Marsha Trimble has requested an additional \$1500.00 over the initial advance for startup costs. This is necessary due to the up front money requested by the Omni Hotel. The Finance Committee had two scenarios: one was to wait and see if she runs into trouble before making the advance, the second was to go ahead and send her the advance. These scenarios were placed before the Steering Committee for a decision. After some discussion, a motion was made to advance Charlottesville the \$1500.00. The amount would be taken out of the reserves and not included in the budget. As expenditures occur in this fiscal year the Finance Committee may have to amend the budget to cover this deficit. The motion was passed. Charlottesville will need to payback the second advance out of the meeting's profits.

- Deficit Spending of the Membership Development Committee- The Committee is in deficit spending due to the costs incurred for recruitment mailings. The money for this activity was included in last year's budget but was not included in this year's budget. Therefore, the money was not there to cover the costs of this year's

mailing of recruitment letters. In addition, the committee would like to conduct an additional recruitment mailing to graduate schools. This means an additional cost of \$115.00. The Committee would be over budget by a total cost of \$285.18. The Finance Committee recommended moving \$300.00 from the budget of the Grant Project Expense and transferring it to the budget of the Membership Development Committee. A motion was made based on the Finance Committee's recommendations. The motion was passed.

- Guidelines- The Finance Committee will look into setting up guidelines for committee reimbursements. The committee also plans to provide guidelines to committee chairs on how to budget for their committee expenditures in order to avoid asking for additional monies during the fiscal year. They hope to get back to the Steering Committee in May with proposals to review and vote on relating to both of these issues.

- Scholarships- 62% of what has been budgeted for scholarships has been spent. It was recommended that two instead of three scholarships be given at the Charlottesville meeting. If any money is left over, then a scholarship to the Modern Archives Institute may be given.

## 7. Administrator's Report

Diana Shenk was unable to attend the meeting. The following points were taken from her forwarded report:

- The total number of members is 1199 (1155 individual members and 44 institutional members).

- Final renewal notices were sent on January 8. The database will be purged of non-renewing members in mid-February. Renewals stand at 67% of the total individual membership.

- The new member list for the last quarter was sent to the newsletter editor in early December. Also, the new caucus member lists were also sent to the appropriate representative.



## 8. Archivist's Report

Lauren Brown discussed his direct and indirect involvement in the development and planning of an exhibit on the first MARAC conference meeting as part of the 25th Anniversary celebration. Lauren has already received requests from three or four people concerning getting facsimile documents from the Archives for the exhibit. In order to efficiently handle these requests, he suggested naming one person as point of contact.

Lauren also mentioned that he would be working with Sue Hamburger concerning the republishing of *Automation in Archives*. The Archives holds the original master and notes on recommended revisions.

## 9. Standing Committee Reports

### A. Education Committee

Danna Bell-Russel attended the meeting for Eileen Parris. Danna had nothing to report relating to the committee. However, she reported that there will be a forum on continuing education at the Fall SAA meeting in Chicago. The committee chair will represent MARAC at the meeting.

The PACE guidelines for continuing education and post employment education are being worked on and will go in front of standards very soon. This could affect how the committee will offer future programs.

### B. Nominations and Elections

Jeff Flannery reported on the status of the slate of candidates for the upcoming election. The committee has one candidate for chair so far. A second nominee for chair is being sought. Two people are considering running for vice chair but neither have made any firm commitments. Also, four candidates were nominated for the positions of representatives at large. The committee has approached several people to run for the vacant positions on nominations and elections and Custer award but have not received any confirmations.

### C. Membership Development

- Welcome letters were sent to 85 new members. New members' names were submitted to the newsletter for inclusion in the Fall edition.

- One mentee application has been received since the fall meeting in Wilmington. There are currently 2 mentors and 8 mentees on the waiting list.

The Committee discussed options to revive the mentoring program. The idea for a mentoring panel was raised as an alternative. A redrafted mentoring survey will include this idea. The survey will be distributed to past program participants for their input. The survey will be sent out during the next fiscal year. Another survey may be created for those on the waiting list.

- Jim Cassedy's recruitment effort has paid off with 85 new members for this quarter. Future plans for recruitment will be to target universities and/or colleges with History or Library Science departments. 90 schools could be targeted in this effort scheduled for next fiscal year.

- Chuck Elston, Treasurer of the Mid-Western Archives Conference, said that he will share the committee's findings concerning joint membership with the MAC officers and get back to the committee.

- The committee contacted the Spring 1997 Conference Local Arrangements Committee regarding a room, the time and date, and refreshments for the New Members Orientation Meeting. The committee hopes to schedule the meeting during the morning coffee break. Jennie Guilbaud noted that there was only one caucus representative at the orientation meeting in Wilmington. She hopes to see greater representation at Charlottesville.

- No further progress was made on the Internship Proposal funding schedule. The Chair needs to meet with the Treasurer to determine the appropriate type of funding.

### D. Outreach

- For the second year in a row the committee received no nominations for the MARAC Distinguished member award. The deadline was January 2, 1997.

- Notice was sent to the Newsletter asking MARAC members to contribute pictures on the theme of families for the 1997 Archives Week poster.

- The Committee would like all chairs to bring the left over copies of the poster to the May meeting. They would like to redistribute the posters as souvenirs to meeting attendees.

- The panel for the spring meeting on outreach was accepted. Members of the Outreach Committee will serve as a panel to lead a discussion of possible Archives week activities. The panel will have materials available illustrating what has been done in the past.

- The proposed technical leaflet on Archives week is proceeding with a new subcommittee chair---Rebecca Ebert. She is currently working on an outline for the project.

### E. Custer Awards

No report submitted.

### F. Finding Aids

The committee met during the Wilmington meeting. New members were introduced, procedures for choosing award-winning finding aids and concerns of the committee were discussed. The final count of submissions numbered twelve including four worldwide web finding aids. The Committee will meet on March 3, 1997 at the Chester County Historical Society to pick the winners.

The Committee decided that it was important to continue its efforts to revise the MARAC manual entry on the Finding Aid Awards Committee to reflect changes in award decisions. The revisions would allow the Committee not to award prizes if the majority of members do not believe the quality of the finding aids is high (this

*Continued on P. 16*



## Steering Committee

*Continued from P. 15*

was considered due to the small number of applicants on some occasions), and would only open the awards to MARAC members and/or institutions. The Committee approved the manual entry and charged the committee chair with presenting it to the Steering Committee for approval.

After some discussion the Steering Committee amended the submission statement to read "...and/or regional institutions"... Without any further discussion the Steering Committee voted to accept the changes to the finding aids awards criteria. The committee chair was asked to type up these changes for distribution and inclusion in the Steering Committee members' manual at the May meeting. The changes will also be published in the fall edition of the Newsletter and added to the MARAC webpage.

### G. Publications

Sue Hamburger was unable to attend the meeting. The following points were taken from her forwarded report:

- Technical Leaflets- The total sales of technical leaflets at the Wilmington meeting totaled 103.

- Automation in Archives- This publication is out of stock and out of print. The Committee wants to investigate revising and reprinting it. The committee would like to explore undertaking a second printing of perhaps 200 copies to cover the next two years. This will take some time. In the mean time the committee would like to offer photocopies until a second printing can be done. The copies would be made and distributed with either the proviso that these would be used as reserve library copies or that copies would be sold at Roanoke College. There are currently two pending orders, one for twenty-five copies needed in April and a second order for fifteen which are needed immediately.

Linda Miller, Publications Coordinator, lead an extended discussion of the problems surrounding this publication. She asked the Steering Committee for a decision concerning whether the publications committee should investigate an eventual revision and reprinting, whether Xerox copies should be issued in emergency situations, and whether 200 copies should be reprinted to cover the interim while the publication is being revised and reissued.

The consensus of the Steering Committee was that the Publications Committee should investigate the eventual revision and reissue of the publication, that Xerox copies should not be distributed but copying should be done by a professional copying business such as Kinko's for those emergency requests that occur (requestors would be charged the price of the publication), and that an interim printing of 200 copies with errata

sheets be done to cover the estimated two year turn around time necessary for the completion of a second printing.

Lauren Brown pointed out that the Archives contained documents that may be useful in revising the publication. This would include extensive memos, notes, etc. concerning corrections, updates, etc. that should be included in the second printing. He also suggested that for all future publications all masters, camera ready copy, etc. should be retired to the Archives. This was not done in the past.

- Effective January 1, 1997 technical leaflets will cost \$3.00 per issue.

- New Titles- Catherine Keim has volunteered to coordinate the writing of a tri-fold flyer on digitization. Frank Serene received an inquiry from Antonia Mattheou at the Town Clerk's Archives in Huntington, N.Y. She would like to do a technical leaflet on outreach. Frank will contact her for a

### ***Books to help Care for Your Library Collection***

'Bookbinding and the Care of Books'

'Bookbinding & Conservation by Hand'

'Library Materials Preservation Manual'

'Mass Deacidification of Paper'

'The Care of Fine Books'

'Curatorial Care of Works  
of Art on Paper'

*Details on these and other fine  
titles are available from*

***The Bookbinder's Warehouse, Inc.***

31 Division St.

Keyport, NJ 07735-1522

phone (908) 264-0306; fax (908) 264-8266;

e-mail: KarenC5071@aol.com



written proposal or outline for the committee to review at the May meeting.

- The MARAC website has now been accessed 420 times since June 1, 1996. Please remember to send information about new initiatives of committees and new committee appointees that should be on the web pages to Sue Hamburger (sxh@psulias.psu.edu).

- The Archival Textbook- Bruce Ambacher has turned over the editing responsibilities to Tom Frusciano and Sue Hamburger. Sue is compiling a list of archival education courses and their instructors throughout the country for recommendations on essential chapters and for advanced sales.

--MAA Editor

Dick Wood discussed the advance copy of the Newsletter. This issue of the Newsletter contained a lot of employment announcements. An article on Charlottesville was included in this issue and another article on Charlottesville is scheduled for the next issue. The newsletter also contains several digitally enhanced photographs which illustrate the impact of technology on archives--one of the themes of the May meeting.

Dick also mentioned the trouble encountered with America Online in trying to get the issue out. It seems that not all submissions were received by set up and had to be resent.

In addition, some abstracts and book reviews not received in time for this issue will be in the next issue.

#### H. NCC

- NCC meeting at the January 3 American Historical Association conference- The NCC will soon start to issue its reports once a week on H-NCC, a new H-NET list. This is being done so that politicians, administrators, and others not on the list and only interested in the report and not in the discussion on the list can subscribe directly for the report. Also, this will eliminate the problem of lists either sending duplicate or irregularly forwarding copies of the reports.

There was an extended discussion of the proposed changes in NHPRC funding to eliminate grants for editorial projects. This change would direct more money in block grants to the states. Those present expressed great concern that this proposal would divide archivists and historians at a time when both groups need to work together to obtain overall funding for a wide variety of projects.

#### 10. Caucus Chair's Report

##### A. Virginia

- The Library of Virginia reopened on January 3, 1997. The dedication will be in May. The caucus will have their meeting there in April.

##### B. DC

- Planning spring programs concerning DC in general and disaster preparedness for the caucus.

- Putting up a "how to" section on the web for smaller repositories.

##### C. Maryland

- Maryland used a recent survey conducted by the DC caucus to canvass their membership for ideas for programs.

- Recent tour of John Hopkins Library and Archives Special Collections drew 17 members.

- The caucus will try to sponsor four programs a year.

- Planning to co-sponsor several programs with the DC caucus such as trips to the National Academy of Sciences and the National Library of Medicine.

##### D. NJ

- Caucus' subcommittee currently working on the expansion of the CAPES program. The expansion of the program would include helping various archives and historical organizations with such things as proposals and preparing finding aids.

- The caucus reported another successful Archives Week program. They hope to expand it to two sites in 1997.

##### E. Delaware

- Reported on the on going construction of the new archives building.

- Reported on the continuing work of the caucus concerning local arrangements in preparation for the fall 1997 meeting in Wilmington.

##### F. Pennsylvania

Nothing to report.

#### 11. Old Business

##### A. Ad Hoc Committee on Implementation

Committee met in December and came up with a detailed plan on the implementation of the Strategic Plan. Fynnette Eaton, Conference Chair, will send it electronically to each member of the Steering Committee for review. She will then canvass the membership by E-mail for approval. The plan identifies the responsibilities and time lines for each committee to carry the plan forward.

##### B. MAC/MARAC Joint Membership Committee

Nothing further to report.

#### 12. New Business

DC Archives- Beth Joffrion and Danna Bell-Russel discussed the various funding and staffing problems that threaten the continuing existence of the DC Archives. Both Beth and Danna wanted to bring the DC Archives' problems to the attention of MARAC in hopes that we will write a letter to Joe Ford or Marion Barry in support of full funding and staffing.

#### 13. Other

#### 14. Adjournment

The meeting was adjourned at 2:35.

Respectfully submitted,

Patrice C. Brown  
MARAC Secretary



**TREASURER'S REPORT**  
**Mid-Atlantic Regional Archives Conference**

Treasurer's Report, Fiscal Year 1997  
 October 1, 1995 -December 31, 1996

Category	Budget	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	% of Budget	Total	1995 Actual
<b>REVENUE AND SUPPORT</b>								
Membership Dues	\$16,500.00	\$10,576.00				64%	10,576.00	\$14,678.00
Publications Sales	1,500.00	498.65				33%	498.65	1,203.37
Pub. Advertising	800.00	60.00				8%	60.00	1,034.00
Bank Interest	2,800.00	90.10				3%	90.10	3,306.59
Conferences	15,000.00	0.00				0%	0.00	14,560.34
Mailing List Sales	360.00	100.00				28%	100.00	320.00
Contributions	250.00	182.00				73%	182.00	159.00
Miscellaneous	0.00	48.00				4800%	48.00	427.50

<b>Total Revenue and Support</b>	<b>\$37,210.00</b>	<b>\$11,554.75</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>31%</b>	<b>\$11,554.75</b>	<b>\$35,688.80</b>
----------------------------------	--------------------	--------------------	---------------	---------------	---------------	------------	--------------------	--------------------

**EXPENSES**

General	\$1,700.00	\$0.00				0%	\$0.00	\$1,145.00
Administrator	4,800.00	60.82				1%	60.82	1,338.42
Treasurer	710.00	59.53				8%	59.53	590.95
Membership	1,100.00	216.10				20%	216.10	786.46
Committees	6,100.00	855.77				14%	855.77	5,830.94
Conference Advances	4,625.00	0.00				0%	0.00	4,508.17
Publications	15,100.00	1,074.90				7%	1,074.90	11,361.25
Awards	425.00	200.00				47%	200.00	325.00
MARAC Scholarship	2,000.00	1,248.37				62%	1,248.37	1,422.54
Grant Project Expenses	600.00	0.00				0%	0.00	0.00
Miscellaneous	50.00	0.00				0%	0.00	0.00

<b>Total Expenses</b>	<b>\$37,210.00</b>	<b>\$3,715.49</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>10%</b>	<b>\$3,715.49</b>	<b>\$27,308.73</b>
-----------------------	--------------------	-------------------	---------------	---------------	---------------	------------	-------------------	--------------------

<b>NET INCOME or (NET LOSS)</b>		<b>\$7,839.26</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		<b>\$7,839.26</b>	
---------------------------------	--	-------------------	---------------	---------------	---------------	--	-------------------	--

**SUMMARY**

Opening Balance	\$95,587.60
Income	11,554.75
Expenses	(3,715.49)

<b>Closing Balance</b>	<b>\$103,426.86</b>
------------------------	---------------------

**Cash Accounts**

Checking Accts:	\$19,206.81
Savings Accts:	20,220.05
Cert. of Dep:	64,000.00

<b>Total</b>	<b>\$103,426.86</b>
--------------	---------------------

Fund	Opening	Credits	Debits	Closing
Current	\$47,306.50	\$11,464.65	(\$3,715.49)	\$55,055.66
Endowment	8,281.10	90.10		8,371.20
Reserve	40,000.00			40,000.00

<b>Total</b>	<b>\$95,587.60</b>	<b>\$11,554.75</b>	<b>(\$3,715.49)</b>	<b>\$103,426.86</b>
--------------	--------------------	--------------------	---------------------	---------------------



# Session Abstracts - MARAC Fall 1996

## Minding Their Business: Discovering Women in American Business (S6)

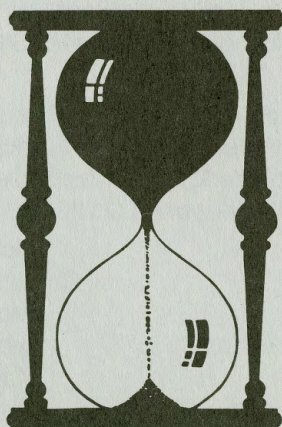
Wendy Gamber, professor of history at Indiana University, introduced this session by building on the ideas presented at the Hagley Conference, "Conceptualizing Gender in American Business History," which had taken place on the previous day. Gamber argued that we need to expand and revise the definition of "business" in order to incorporate women who ran marginal and ephemeral concerns. Gamber challenged archivists to think along non-traditional lines when considering new collections, when providing access points in their finding aids and catalogs, and to look at their existing collections and evaluate how they speak to the history of businesswomen in particular.

Lynn Catanese, Archivist at the Hagley Museum and Library, who is the author of a forthcoming guide to women's history sources at the Hagley, began her presentation, "Documenting American Women Entrepreneurs," by discussing how it is

often difficult to locate materials relating to women in business; a focus on corporations as opposed to family-owned businesses; the fact that many small businesses did not retain their records; many records of these small businesses are buried in larger family collections; and that catalogs do not reflect the existence of these materials. Recent scholarship, however, by historians like Wendy Gamber, Kathy Peiss, and Angel Kwolek-Folland, have discovered the rich history buried in some, may be at first glance, unlikely collections. Catanese then continued by discussing how a reinterpretation of several collections at Hagley identified various materials pertaining to women in business. She concluded by reiterating how archivists need to be aware of a new interest in businesswomen history when interpreting the scope and content of their collections.

"The Women's Market and The New England, 1844-1940," a presentation by Dr. Phyllis Steele, corporate archivist at The New England Life Insurance

company, described how women have an important place in the history of The New England beginning in the mid-1800s. Using slides and a brief video, Steele presented and discussed the various source materials which can be found in the company's archives, which began actively collecting in the mid 1970s, for researching women's history. Various materials, as for example policies and marketing publications document how women policy holders were a valued clientele for the insurance company and inspired unique marketing tactics. Karina Manko, doctoral student in history at the University of Delaware, presented her experience of uncovering women's history in the corporate archives of the Avon Company. Women were hired in the late 1800s by the California Perfume Company, which changed its name to Avon in 1939. Her research into Avon's early archival records identified rich evidence of how business women played an integral part in Avon's success.



## OCKER & TRAPP

*We are dedicated to craftsmanship and understand the need for consistent quality and efficient service*

### COMPLETE LIBRARY BINDING SERVICE

- PRESERVATION PHOTOCOPYING
- CUSTOM DESIGNED ENCLOSURES
- SPECIAL HAND BINDING
- CONSERVATION
- DEACIDIFICATION
- ENCAPSULATION
- RESTORATION



### SHORT RUN EDITION BINDING

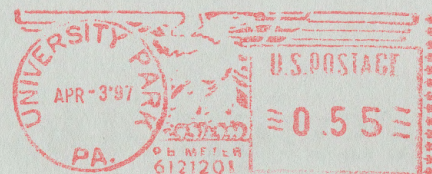
17C Palisade Ave. • Emerson, NJ 07630 • 0314



Tel: 201-265-0262 or 1-800-253-0262 • Fax: 201-265-0588



Diana Shenk  
W313 Pattee Library  
Penn State University  
University Park, PA 16802



Lauren Brown  
7701 Greenbrook Drive  
Greenbelt, MD 20770

**TIME VALUE MAIL**



**MAA**

ISSN: 0738-9396

The *mid-atlantic archivist* (maa) is the quarterly newsletter of the Mid-Atlantic Archives Conference (MARAC). MARAC membership includes all interested individuals who live and work in the individual states of New York, New Jersey, Pennsylvania, Maryland, Delaware, Virginia, and West Virginia; and the District of Columbia. MARAC seeks to promote the professional welfare of its members, to effect cooperation among individuals concerned with the documentation of the human experience, to enhance the exchange of information between colleagues working in the immediate regional area, to improve the professional competence of archivists, curators of textual, audiovisual and related special research collections, and records managers, and to encourage professional involvement of persons actively engaged in the acquisition, preservation, bibliographic control, and use of all types of historical re-

search materials. Individual yearly membership dues are \$15.00. The dues year is from October 1 through September 30. Membership is not open to institutions, but institutions may purchase subscriptions to *maa* (at \$15 per year) and membership applications should be addressed to: Diana Shenk, W313 Pattee Library, Penn State University, University Park, PA 16802, Tel. (814) 863-2505, Fax (814) 865-3665, Electronic Mail: [dxs@psulias.psu.edu](mailto:dxs@psulias.psu.edu). Send material for *maa* publication to: Richard E. Wood, National Archives at College Park, 8601 Adelphi Rd., College Park, MD 20740-6001, Tel. (301) 713-7159, Fax (301) 713-6908, Electronic Mail: [dick.wood@arch2.nara.gov](mailto:dick.wood@arch2.nara.gov). Deadlines are the first of March, June, September and December.

Advertising rate cards and mechanical requirements for ad copy may be obtained from: Bruce Abrams, Office of the New York County Clerk, 60 Centre Street, Room 161, New York, NY, 10007, telephone (212) 374-4376.

Editor  
Associate Editor  
Book Review Editor  
Preservation News Editor  
Software Editor  
Session Abstracts Editor  
Technical Leaflet Editor  
Advertising Editor  
State and Local News Editor  
Q&A Editors

Richard E. Wood  
Charles Greifenstein  
Mary Boccaccio  
Evelyn Frangakis  
Kathleen D. Roe  
Jefferson Moak  
Frank Serene  
Bruce Abrams

Judith Knudsen  
Cindy Swanson